

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/BSD

9/5

JB

2.

DD/PERS/PRM/EP

9/5/80

JK

3.

EA/PERS/PRM

18 SEP 1980

4.

DD/PERS/PRM

5.

6.

7.

8.

9.

DC/BSD

9/8/80

Gret

10.

11.

12.

13.

14.

15.

ATTACHED, FYI, IS BOOKLET
PUT TOGETHER BY [REDACTED][REDACTED] FOR DISTRIBUTION
TO EAA COORDINATORS IN
OTHER AGENCY BUILDINGS.

Gerry

Looks good

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EAA REPRESENTATIVES

Most of the work done by EAA Representatives involve some type of voucher. The vouchers almost always have at least three copies, and although they are NCR (no carbon required), you have to use sufficient pressure to make the last copy legible, and you have to use a ball point pen.

You will be required to sell EAA Memberships, three types:

Annual	\$3.00	
Patron	\$12.00	for 5 years
Sponsor	\$25.00	for your tenure with CIA

Register members in EAA classes and activities.

Reserve tickets (through vouchers) to:

- Arena/Kreeger Complex
- Capital Centre
- Ford's Theater
- Kennedy Center
- Concert Hall
- Eisenhower Theater
- Opera House
- Terrace Theater
- Wolf Trap (Seasonal)

Sell actual (discounted) tickets to theme parks

- Busch Gardens
- King's Dominion

Make reservations to Dinner Theaters

Burn Brae	Burtonsville, Md.
Harlequin	Rockville, Md.
Hayloft	Manassas, Va.
Lazy Susan	Woodbridge, Va.
Toby's	Columbia, Md.

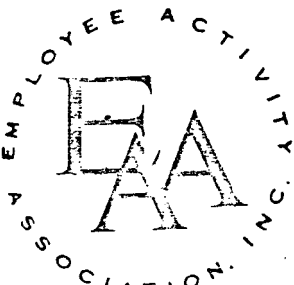
The following phone numbers will help to make your job easier:

7373	EAA Main Office (Tickets, Clubs)
6080	" (Activities, Sports, Class)
6610	" (Emergency Number)
4180	EAA Store
5676	Fitness Room

NAME (Last, First, Middle) [REDACTED]		PAGE NO. AB-123		<input checked="" type="checkbox"/> Renewal <input type="checkbox"/> New		<input checked="" type="checkbox"/> Annual \$3. 1 year <input type="checkbox"/> Patron \$12. 5 years <input type="checkbox"/> Sponsor \$25. Life		CLASSIFY AS APPROPRIATE	
DCR NO. 1 F93	EXTENSION HQ	7373	DIRECTORATE DDA	DO YOU HAVE COVER STATUS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
THE ACTIVITY THAT MOST INTERESTED ME IN JOINING EAA WAS: <input type="checkbox"/> STORE <input type="checkbox"/> TICKETS <input type="checkbox"/> SPORTS <input type="checkbox"/> CLUBS <input type="checkbox"/> INSTRUCTION <input type="checkbox"/> SP. EVENTS									
APPLI [REDACTED]				DATE 8/1/80					
				FOR COVER STAFF USE ONLY					
ARD NO. 6316		INITIALS AS		THIS EMPLOYEE CAN PARTICIPATE IN: <input type="checkbox"/> UNLIMITED ACTIVITIES. <input type="checkbox"/> ACTIVITIES NOT OPENLY IDENTIFIED AS AGENCY AS WELL AS IN-HOUSE. <input type="checkbox"/> NOT ELIGIBLE.					
DUCHER NO.		DATE 8/1/80							
MAKE CHECKS PAYABLE TO AMERICAN SECURITY AND TRUST COMPANY									


MEMBERSHIP APPLICATION
EMPLOYEE ACTIVITY ASSOCIATIONFORM 3158 USE PREVIOUS EDITIONS CLASSIFY AS APPROPRIATE ☐ DCL ☐ RVW ☐ DRV ☐ BY (4)

Account No ^① A-6316



EXPIRATION DATE 8/31/81
1 yr from end of month

Account No ^② P-6315




EXPIRATION DATE 8/31/85
5 yrs from end of month

MEMBER IN GOOD STANDING

UNTIL 8/31/81 for Annual
8/31/85 for Patron

Account No ^③ 5689



768



No 0478

RECEIPT

NAME ^① John PHONE ^② 351-6610
 EVENT ^③ "Plenty" DATE ^④ April 4th
 EVENT PLACE ^⑤ Arena TIME ^⑥ 8 p.m.
 SECTION ^⑦ East ROW ^⑧ B SEAT(S) ^⑨ 101+102

Quantity	Price	Total
^⑩ <u>2</u>	^⑪ <u>10.50/10.00</u>	^⑫ <u>20.00</u>
	<u>10.00</u>	^⑬ <u>.30</u>
Date of Purchase ^⑭ <u>3/20/80</u>	Grand Total ^⑮ <u>20.30</u>	
By ^⑯ <u>DW.</u>	Cash <u> </u>	Check ^⑰ <u>✓</u>

SORRY, NO REFUNDS OR EXCHANGES ON TICKET SALES

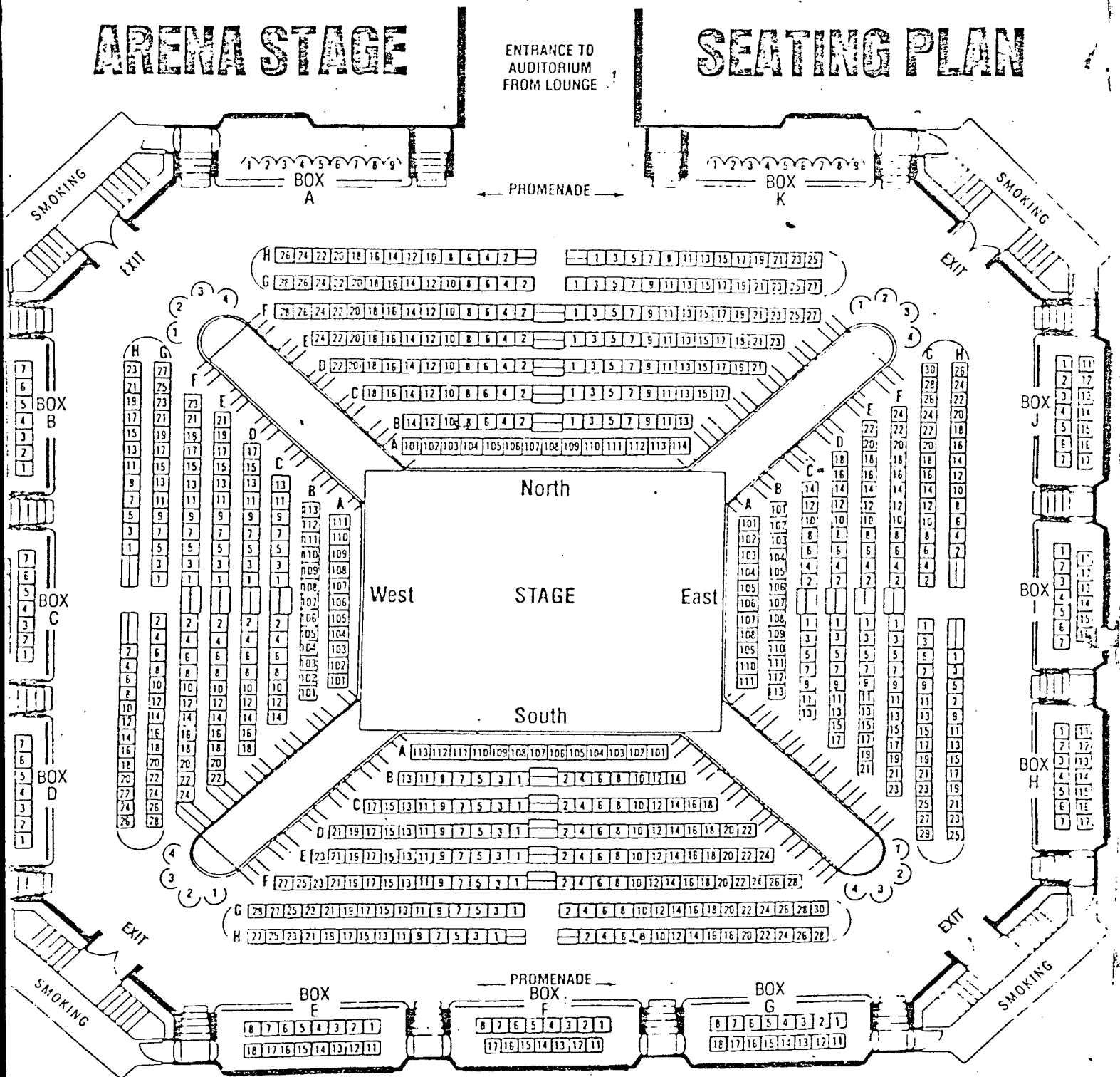
SAMPLE 4 Arena/Kreeger Complex (Arena Stage and Kreeger Theater)

- ^② EAA's main office phone number.
- ^④ Date of the event.
- ^⑤ May be Arena Stage of Kreeger Theater.
- ^⑪ Regular price/Discount price. ^⑮
- ^⑭ ^⑮ ^⑯ ^⑰ Standard.

ARENA STAGE

ENTRANCE TO
AUDITORIUM
FROM LOUNGE

SEATING PLAN



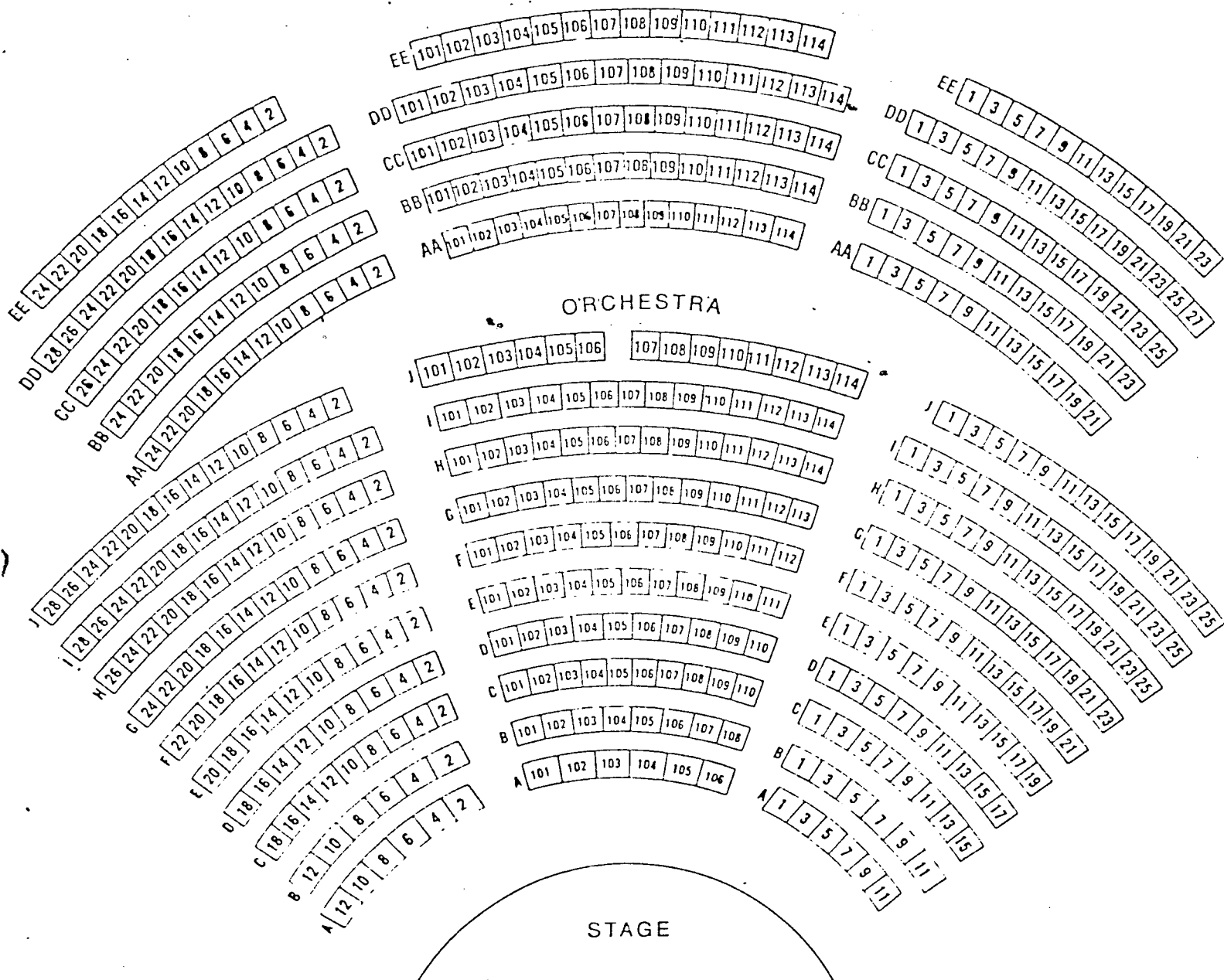
KREGER THEATER

SEATING PLAN

BALCONY

ORCHESTRA

STAGE



C. H. & M. Ste. S. W.
PRICES

**ORCHESTRA AND
 BALCONY ROWS A-B** **BALCONY
 ROWS C-E**

5% PRICE REDUCTIONS - 1979-80

	<u>Regular</u>	<u>5%</u>
Tues., Wed., Thurs., Sun. Eve.-	\$9.50(A)	\$9.10
	\$7.00(B)	\$6.65
Fri., Sat. Eve.-	\$10.50(A)	\$10.00
	\$8.00(B)	\$7.60
Sat., Sun. Matinee-	\$8.50(A)	\$8.10
	\$6.00(B)	\$5.70

1979-80 TICKET PRICES - ARENA STAGE

Tues., Wed., Thurs., Sun. Eve.-	\$9.50(A)	\$7.00(B)
Fri., Sat. Eve.-	\$10.50(A)	\$8.00(B)
Sat., Sun. Matinee-	\$8.50(A)	\$6.00(B)

Mummerschank -
Fri - Sat 12⁰⁰ 11⁴⁰

VOUCHER



WASH BELTWAY (495)
EXITS 32E or 33E
350-3900

*THIS IS NOT A TICKET - DO NOT ADMIT

© 21797

STORE NAME

① CIA

DATE

② 7/30/80

EMPLOYEE

③ Phil

PATRON'S NAME

④ John

PHONE

⑤ 351-6610

ATTRACTION

⑥ The Nasty Bunch

DATE

⑦ 8/7/80

TIME

⑧ 8:00 pm

ADULT: ⑨

4

SEATS @ \$

9.90

EACH = \$

39.60

LOCATIONS

⑭

CHILD: ⑩

SEATS @ \$

EACH = \$

SECT

DISCOUNT (IF ANY) ⑪

= \$

ROW

(60¢ per ticket) SERVICE CHARGE = \$

⑫ 2.40

SEAT

NOTICE:

TOTAL = \$

⑬ 42.00

CODE

*This voucher will only be released to the patron whose name appears on this voucher. Positive identification will be required.
No tickets will be issued without this voucher.

This voucher may be redeemed for tickets at the "Voucher Window" in the Main Box Office of the Capital Centre. No Vouchers may be redeemed by mail.

Voucher orders may be redeemed anytime prior to the performance. Due to the large number of patrons, we strongly urge you to pick up your voucher prior to performance date, if possible. (Allow 24 hours for processing.)

Capital Centre assumes no responsibility if this voucher is lost, stolen, mislaid or destroyed.

In the event of a cancelled performance, voucher must be mailed for refund to: Capital Centre, Attention Refund, Landover, Md. 20785.

NOTICE TO PATRONS: PLEASE CHECK THIS VOUCHER
NO REFUNDS - NO EXCHANGES

CUSTOMER COPY

PERFORMANCE, INC.

VOUCHER

CAPITAL CENTRE VOUCHERS

VOUCHERS are purchased at EAA and presented at the will-call window at Capital Centre for the tickets.

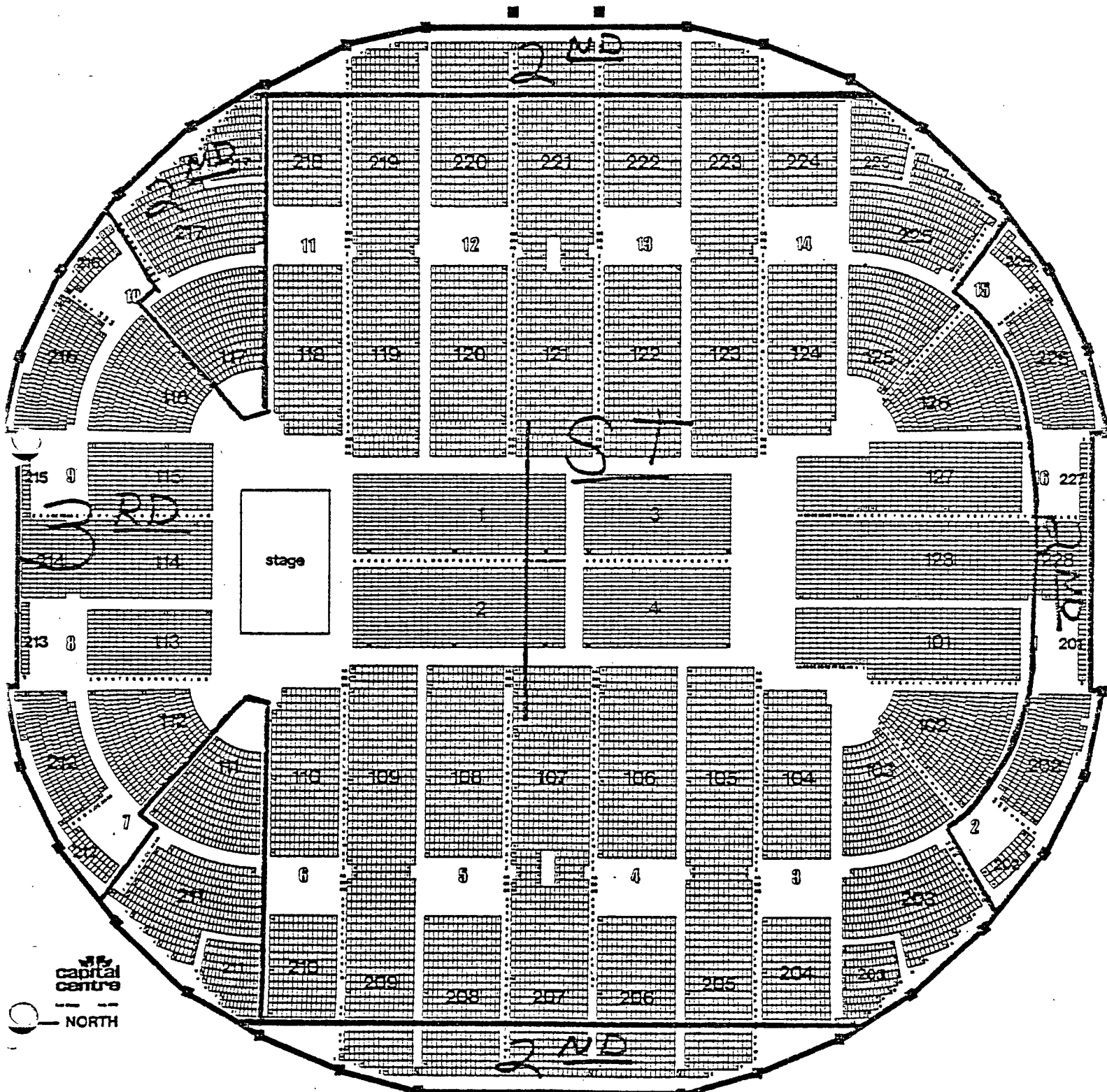
- ① The STORE name is CIA, this is the only account where we are known as CIA instead of EAA.
- ② This is the date the tickets are sold.
- ③ EMPLOYEE is the EAA representative.
- ④ The PATRON is the first name of the person who is to pick up the tickets at Capital Centre, not necessarily the purchaser of the tickets. Always make the distinction between the patron and the purchaser because EAA members buy rock concert tickets for their children, and this precaution prevents Mrs. Mary Day from buying tickets for her son David. This combination causes most of the problems, Mary on the voucher and David at the window may require identification and other trouble.
- ⑤ This PHONE number is always 351-6610, this enables Capital Centre to contact EAA at our main office if there are to be changes in anything.
- ⑥⑦⑧ Name, date and time of attraction.
- ⑨⑩ Number of adult and/or children tickets, the price of each, and the extension or number times each price.
- ⑪ Deduct discount if applicable.
- ⑫ Service charge is multiplied by the total number of tickets, it is still 60¢, even on discounted tickets.
- ⑬ The complete total.
- ⑭ Section, row, seat, and operative code for the transaction.

OPERATING PROCEDURE

- * Complete numbers 1 through 8 on the voucher.
- * Call 350-0303 and tell them that you are (EAA Representative) with a voucher.
- * I want 4 \$9.90 tickets to the Nasty Bunch, on August 7 at *8:00.
- ** The operative will say, "We have 4 seats in Section 107, Seats B 13, 14, 15, 16."
- * You show these seats to the customer, on the chart, and if they don't want them, you may ask for something higher, lower, etc. When the customer accepts give the operative the ④ voucher number and ④ patrons name... add the purchaser's name and phone number on the "Store copy" of the voucher.

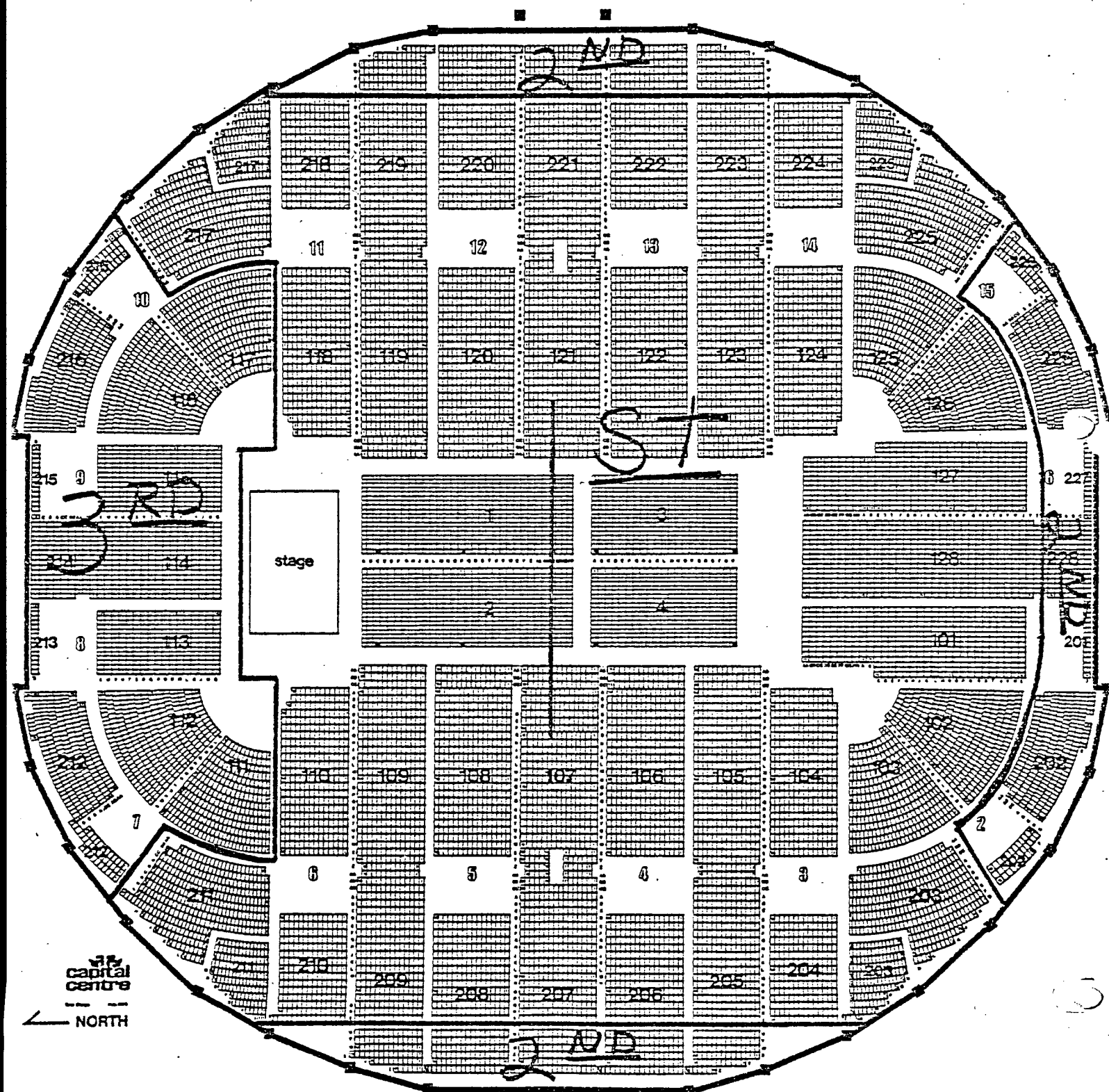
capital centre

CONCERT
CONFIG. #3



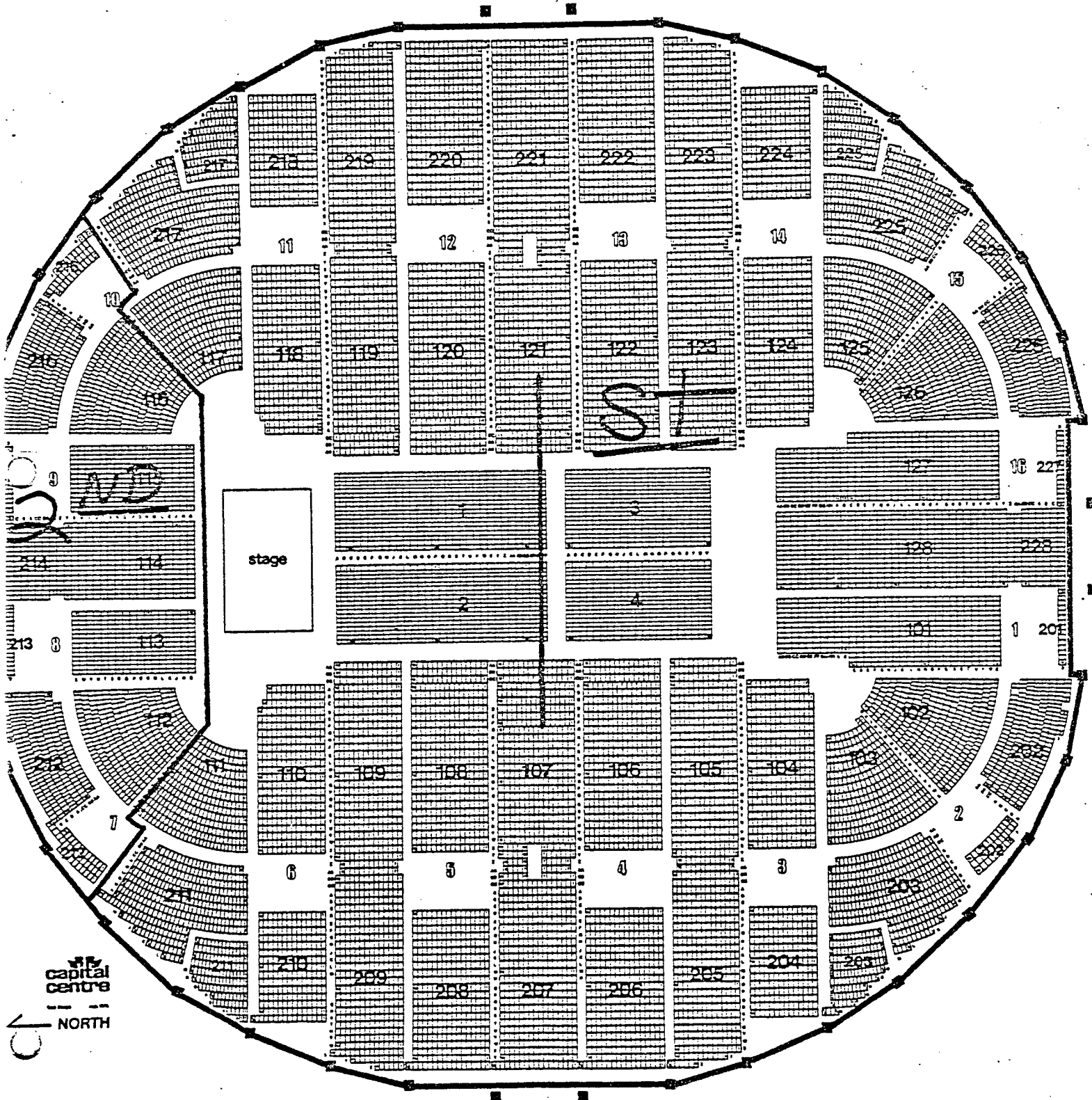
capital centre

CONCERT
CONFIG #7



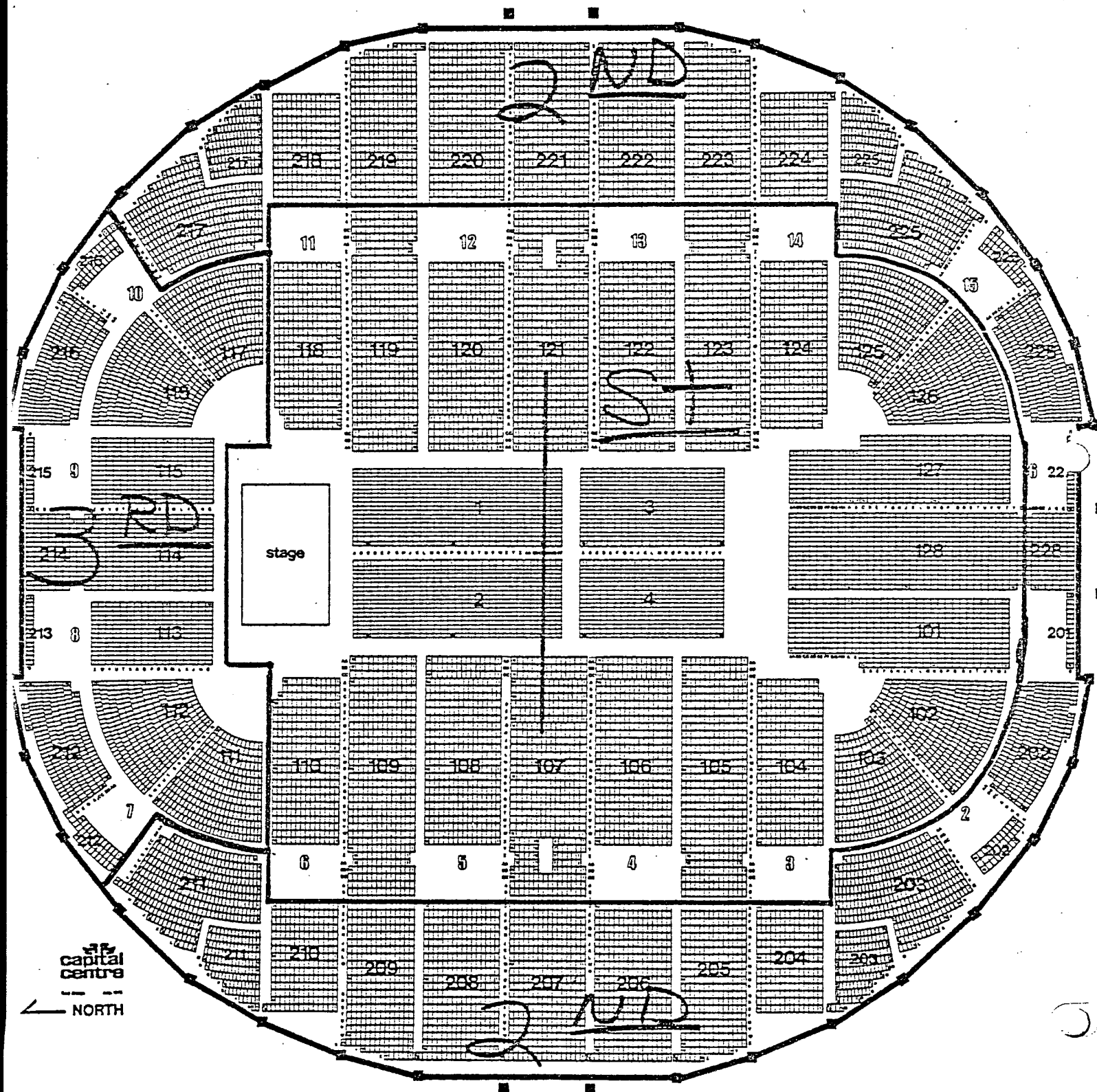
capital centre

CONFIDENTIAL
CONF 16. #10



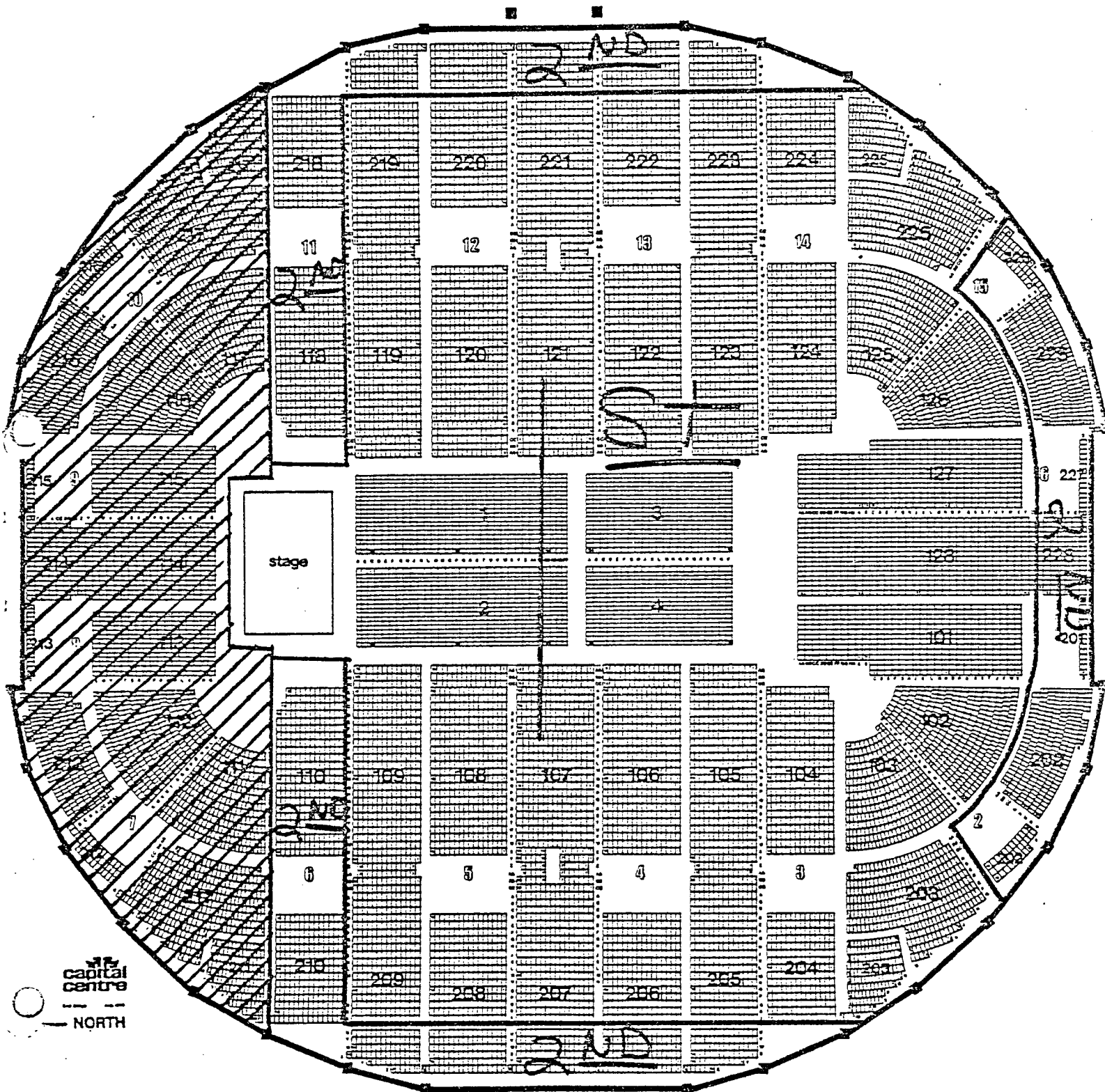
capital centre

CONFIDENTIAL
CONF/G. #12

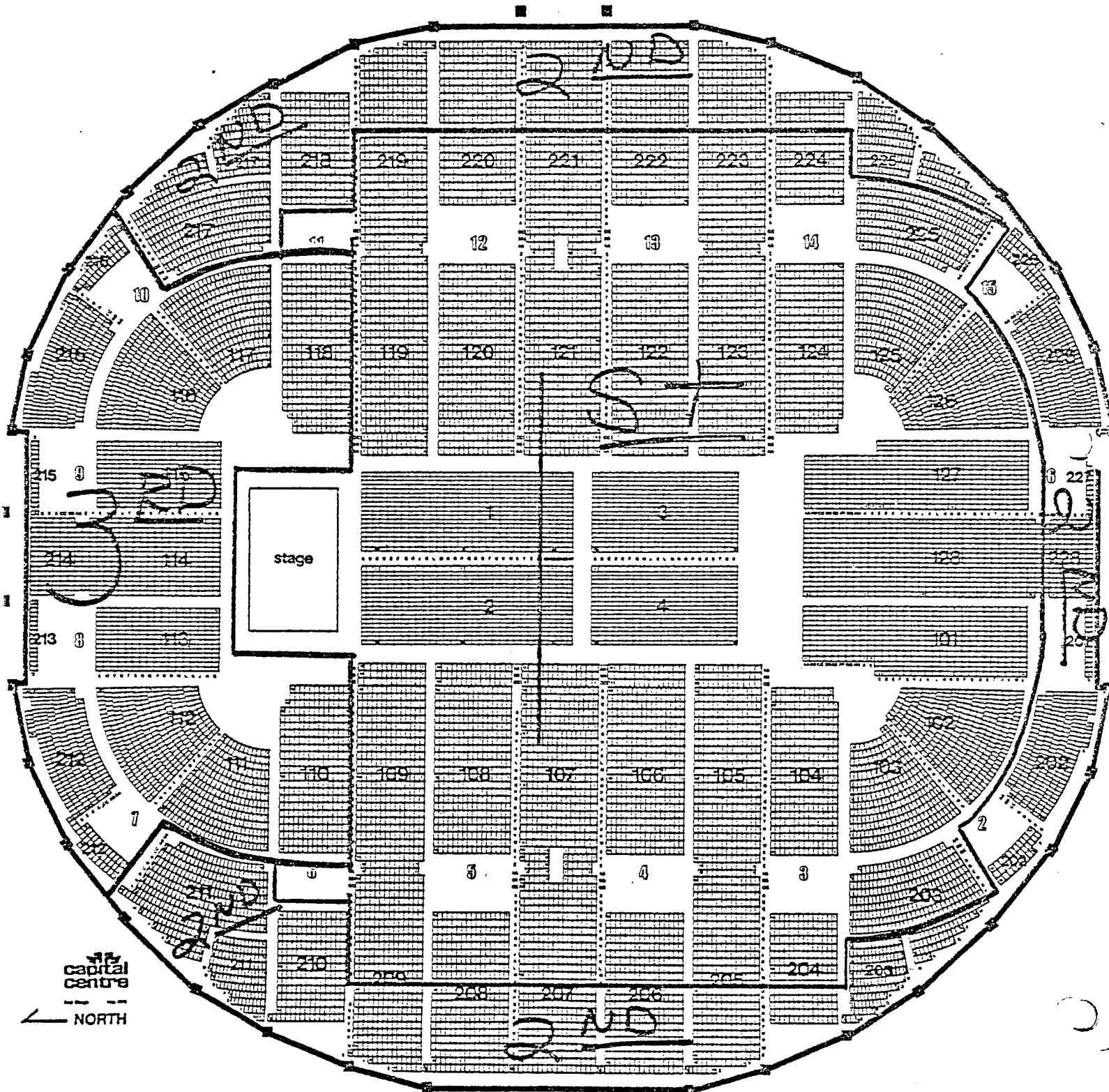


**capital
centre**

CONCERT
CONFIG. #13

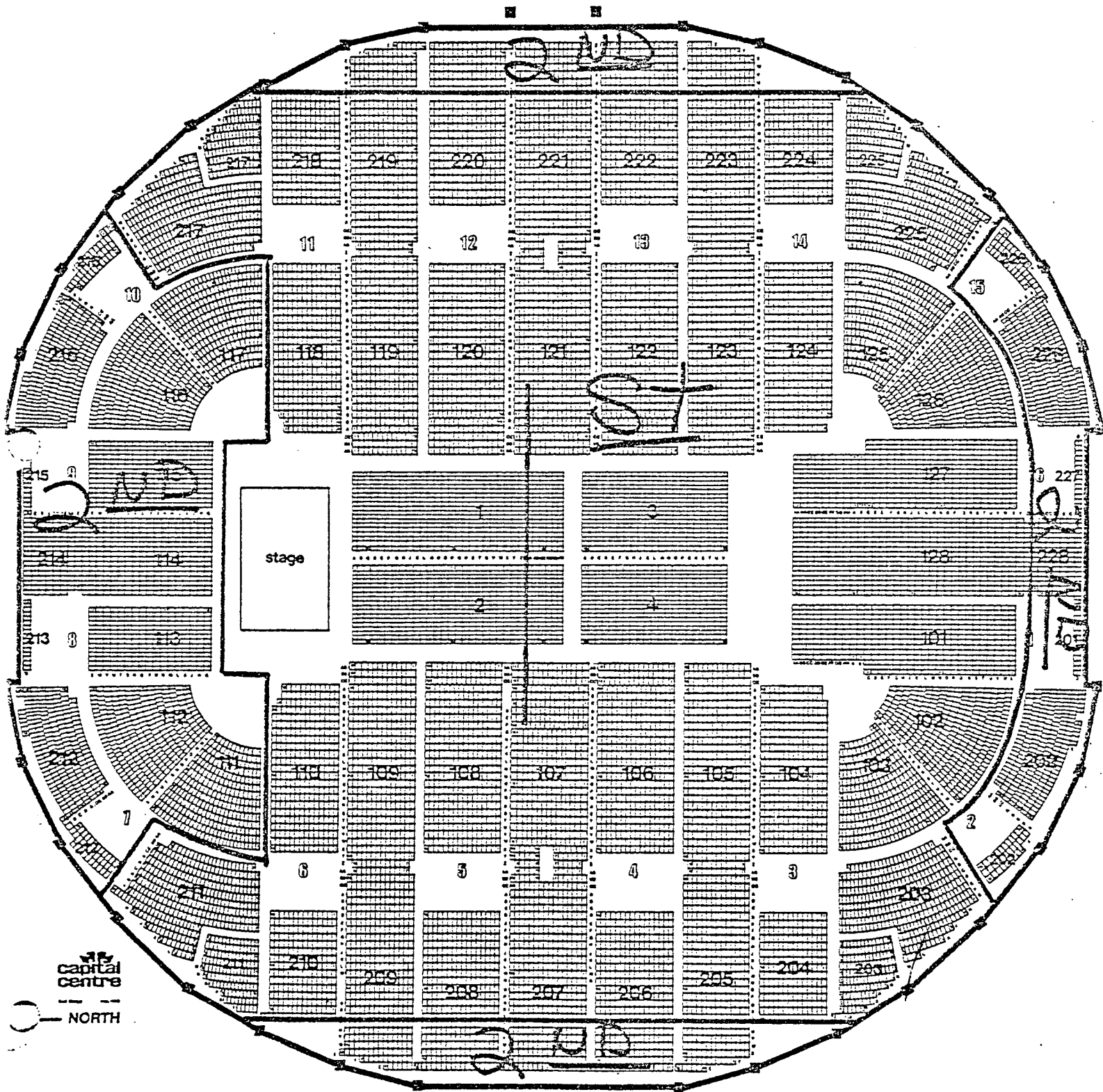


**capital
centre**



capital centre

CONCERT
CONFIG. #15



FORD'S THEATRE			
① <u>Friday</u> DAY	② <u>8/8/80</u> DATE	③ <u>7:30 P.M.</u> SHOWTIME	
NO. TICKETS ④ <u>2</u>	@ ⑤ <u>10.00</u>	FULL PRICE	
		@	CHILDREN
		⑥ <u>18.00</u>	COLLECTED
⑦ LOCATION	<u>Rear Balc</u> section	<u>E</u> row	<u>104-105</u> seat number
⑧ Patron's Name <u>Sylvia</u>			
Address _____			
City&State _____			
⑨ AGENT'S SIGNATURE <u>Phil</u> (Not valid unless signed)			
⑩ AGENCY	EAA		B.O. CODE
VOUCHER MUST BE EXCHANGED FOR TICKETS AT BOX OFFICE			
NO REFUNDS		NO EXCHANGES ⑪	
		Nº 017215	
511 Tenth Street, N.W. Washington, D. C. 20004			

⑥ Deduct \$1.00 discount from each ticket before you fill in this amount.

⑪ Be sure to give the voucher number along with the other information.

** Put the 15¢ per ticket service charge, and the purchaser's name and extension on the bottom copy.

347-5598

FORD'S THEATRE

BOX OFFICE
INFORMATION
PHONE:
347-6260
-5598

UPPER TIER

CENTER SECTION

This seating arrangement shape has been altered to insure the largest box number of each seat unit for maximum readability of the seat number. Actual profile of this floor plan is shown on this page.

LEFT CENTER SECTION

STAGE

LEFT SECTION

ACTUAL
PROFILE

ORCHESTRA

CENTER SECTION

STAGE

LEFT SECTION

JOHN F. KENNEDY CENTER FOR THE PERFORMING ARTS

TICKET AGENCY VOUCHER

A 3350

Performance	① <u>Lena Horne</u>	Price Each	⑥ <u>\$15.00</u>	(2)
Date	② <u>Monday 17 Nov 80</u>	Total	⑦ <u>\$30.00</u>	
Time	③ <u>8:00 P.M.</u>	Patron	⑧ <u>Sylvia</u>	
Theatre	④ <u>Concert Hall</u>	Initials	⑨ <u>AB</u>	
Location	⑤ <u>Orch., Row D Seats 101-102</u>	Sold At	⑩ <u>EAA</u>	

Please present this voucher at the Box Office before curtain time. The Concert Hall Box Office is located in the Hall of Nations. The Opera House and Eisenhower Theater Box Offices are located in the Hall of States.

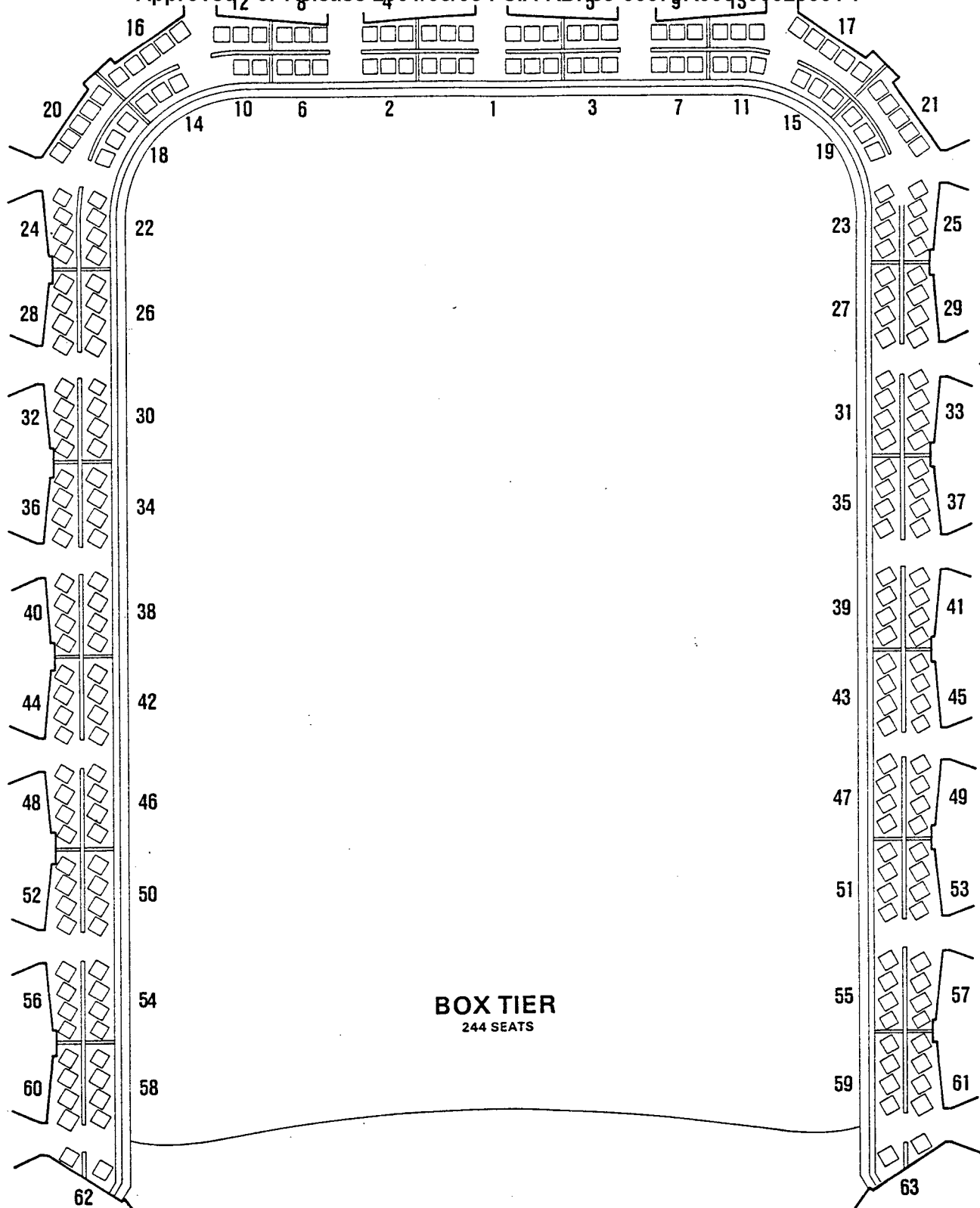
POSITIVELY NO EXCHANGES OR REFUNDS.

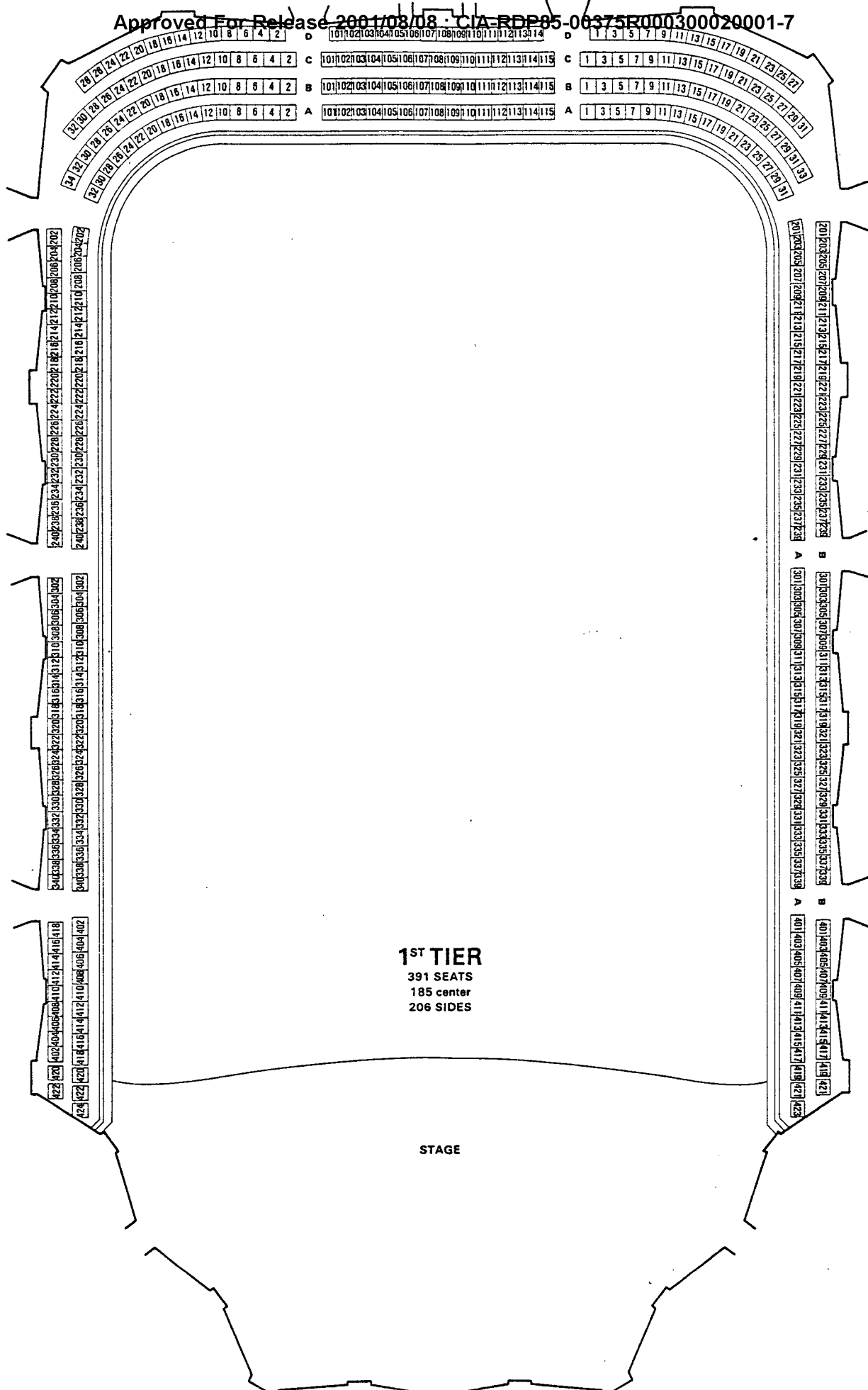
B.O.5

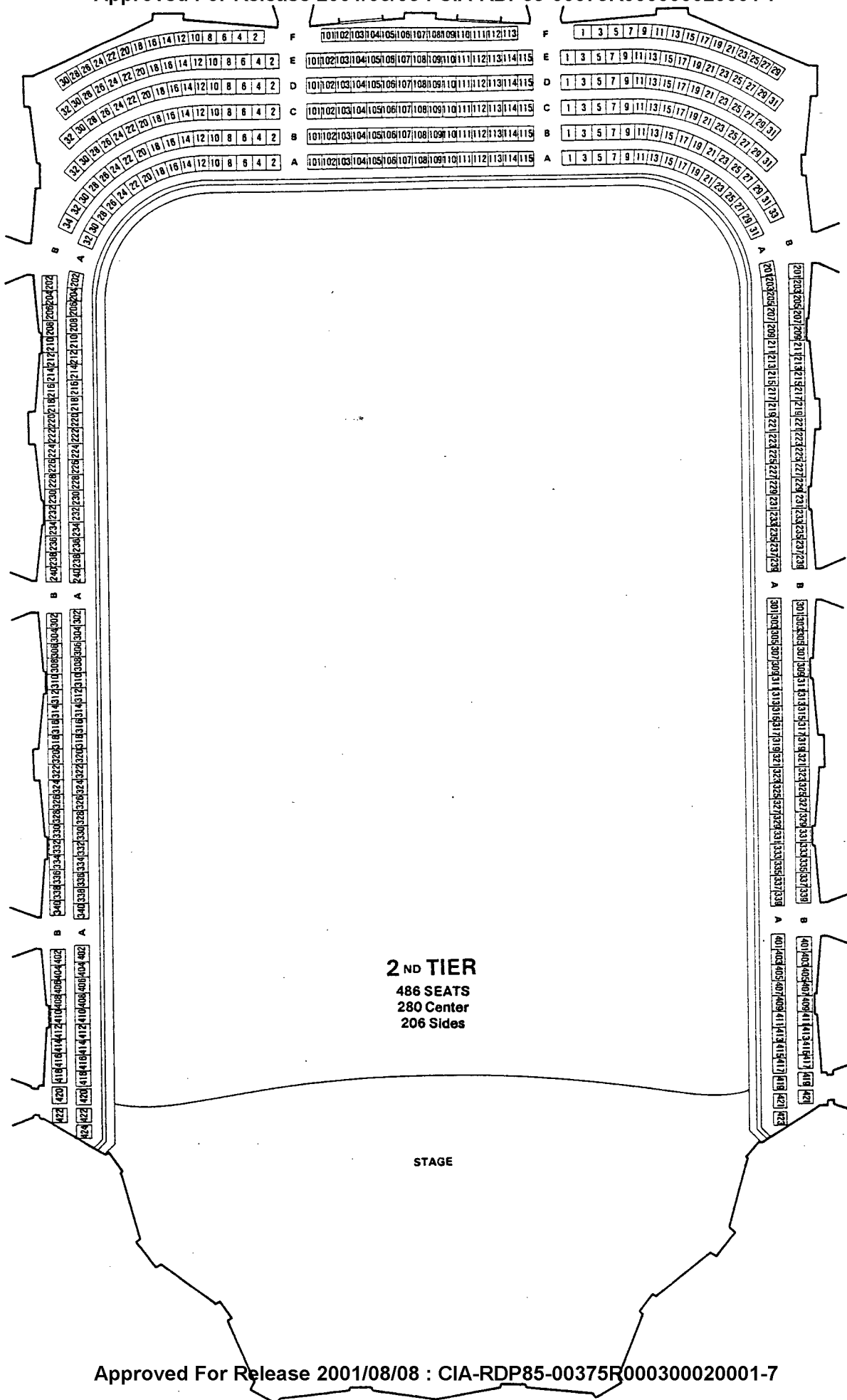
KENNEDY CENTER VOUCHERS

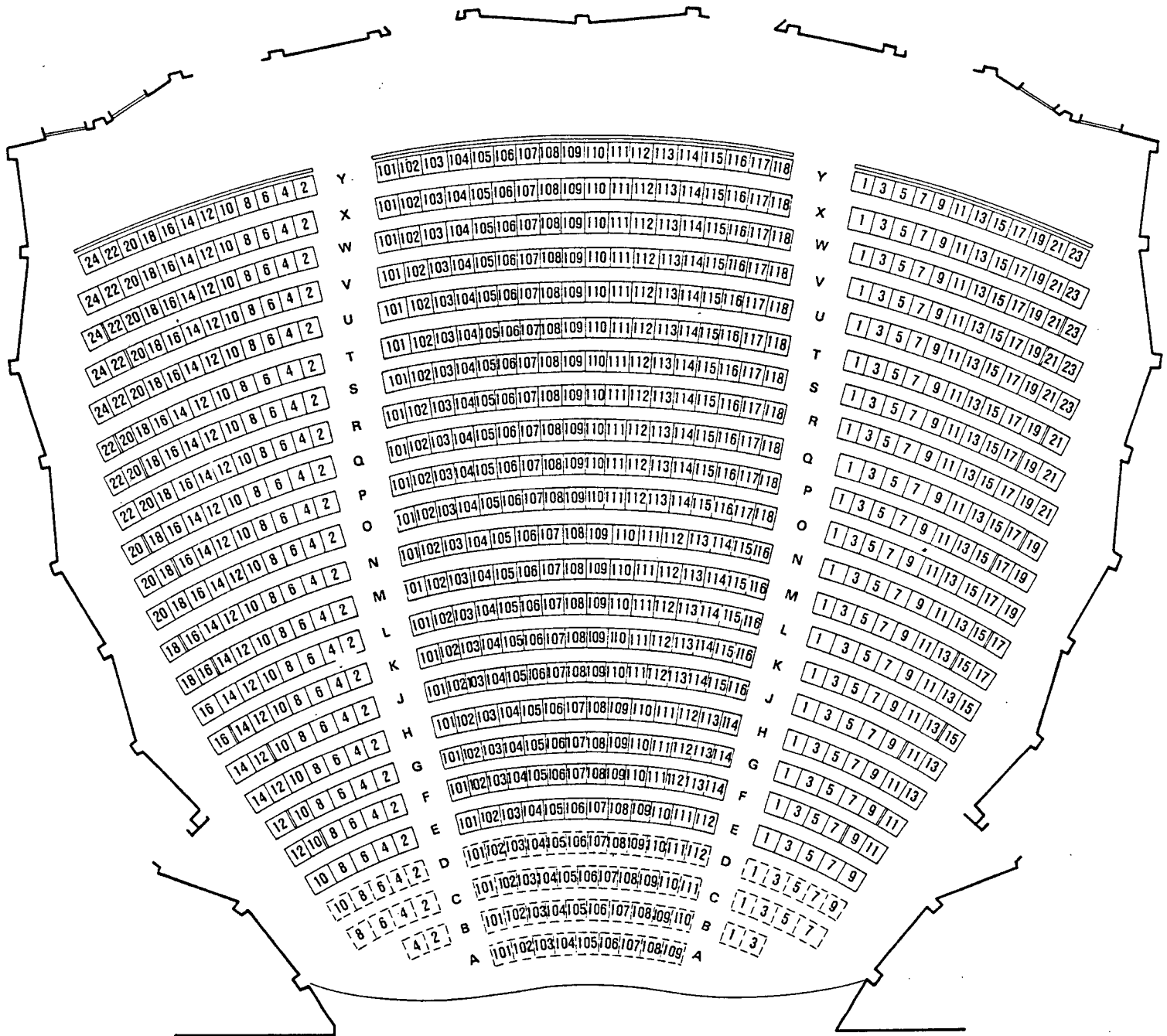
VOUCHERS are purchased at EAA and presented at one of the three Box Offices (Concert Hall, Eisenhower Theater and Opera House, and Terrace Theater) approximately 30 minutes before the performance.

- ① Name of the performance
- ② Day and date of the performance.
- ③ Time of performance, specify if matinee.
- ④ Kennedy Center Vouchers may be for the Concert Hall, Eisenhower Theater, Opera House or Terrace Theater.
- ⑤ Section, row and seat numbers.
- ⑥ Price per ticket, with number of tickets in parenthesis.
- ⑦ Total price, without service charge.
- ⑧ First name of person who will pick up the tickets.
- ⑨ Initials of EAA Representative.
- ⑩ EAA. ** The service charge, and purchasers name and extension are placed on the pink (3rd) copy.









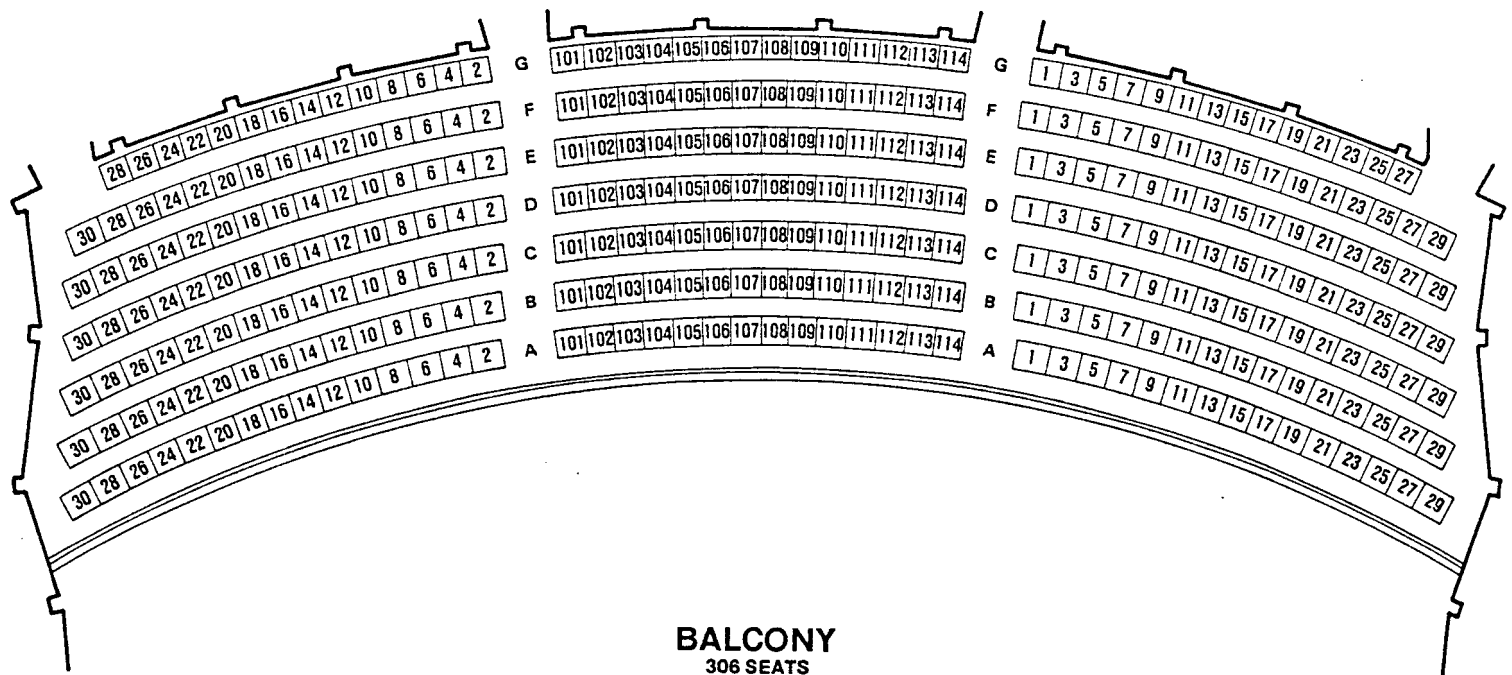
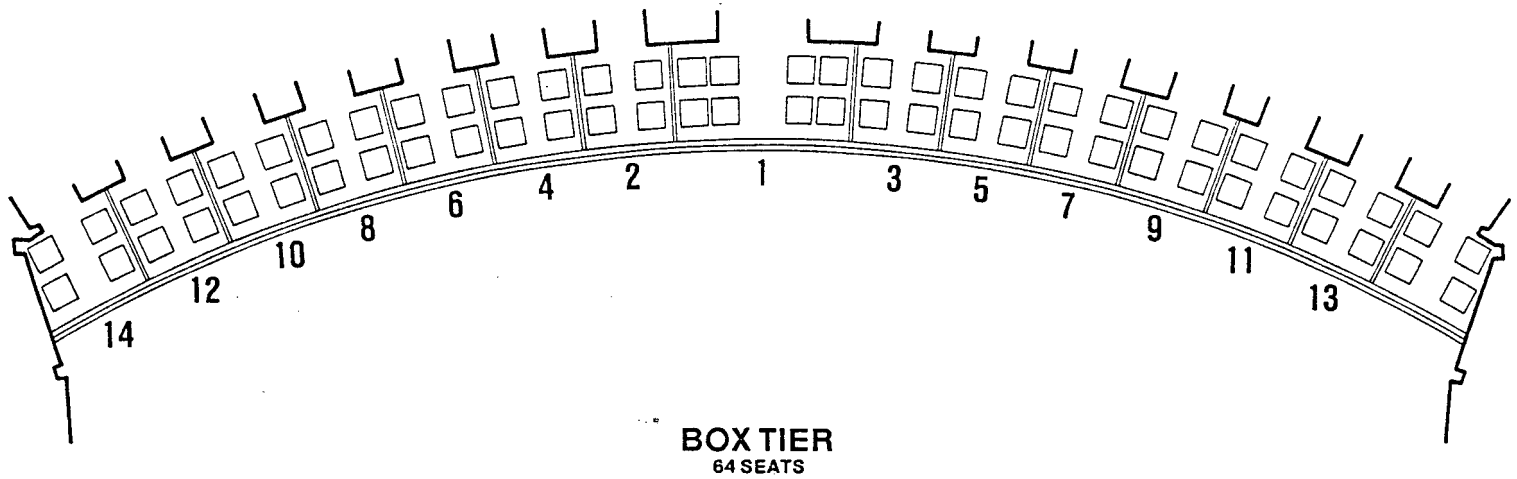
ORCHESTRA

772 SEATS



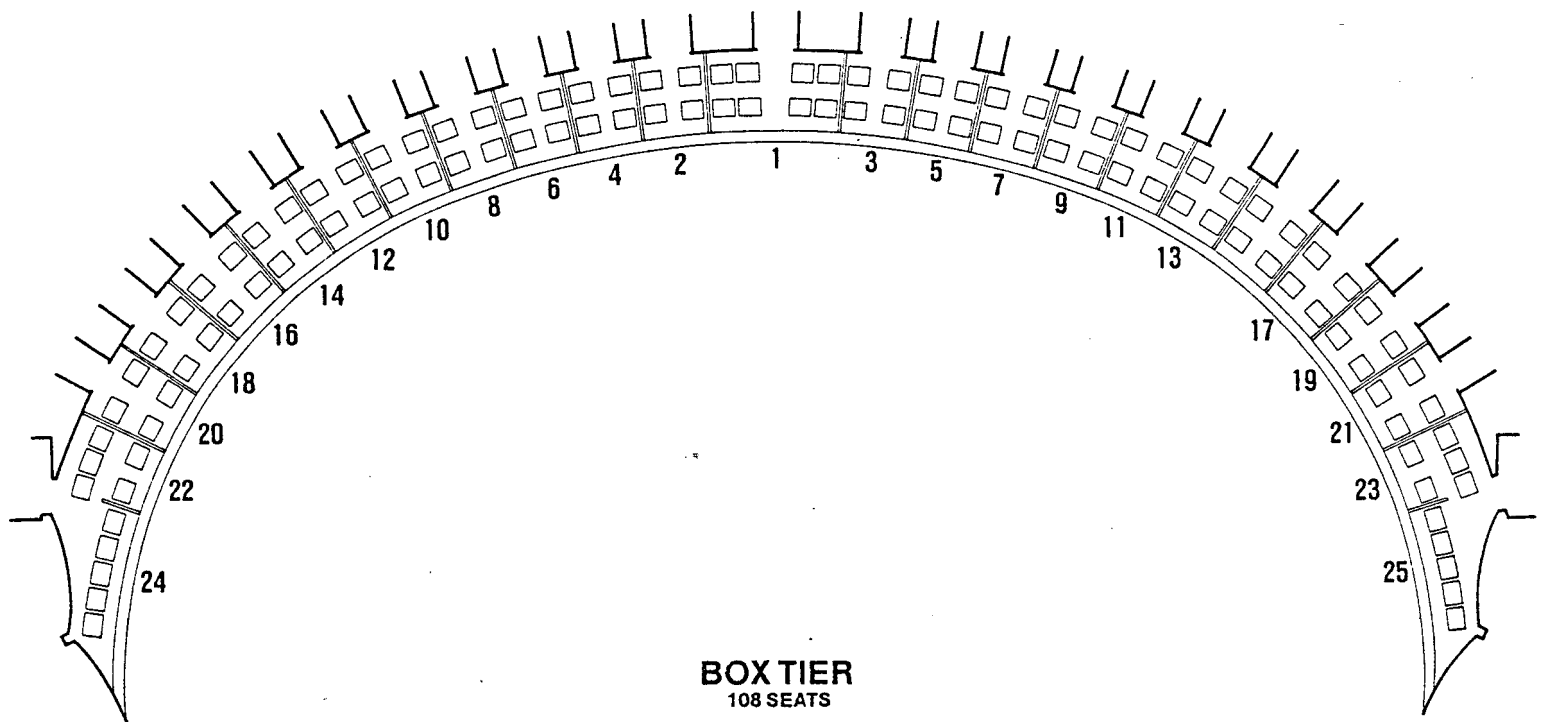
EISENHOWER THEATER

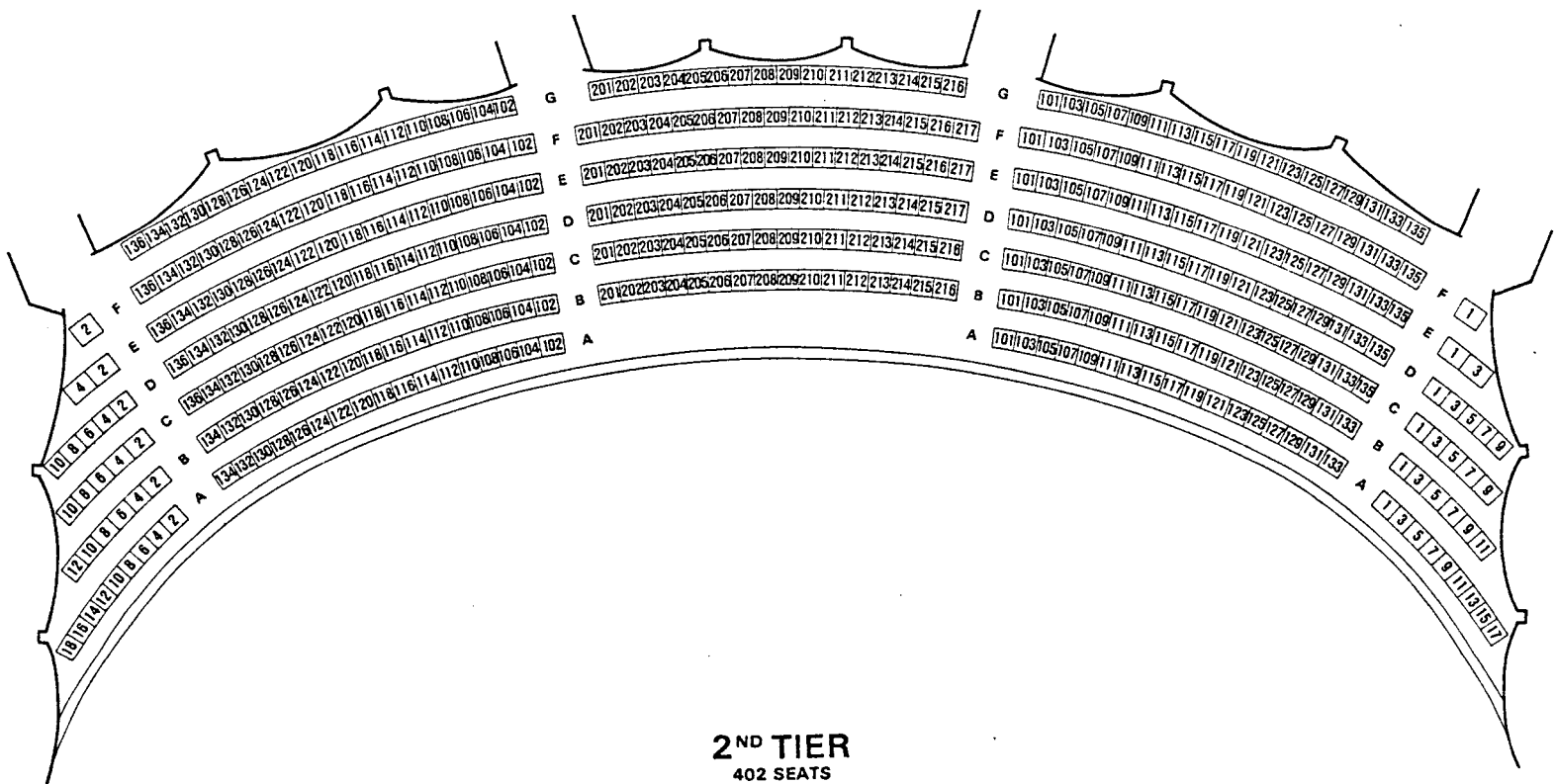
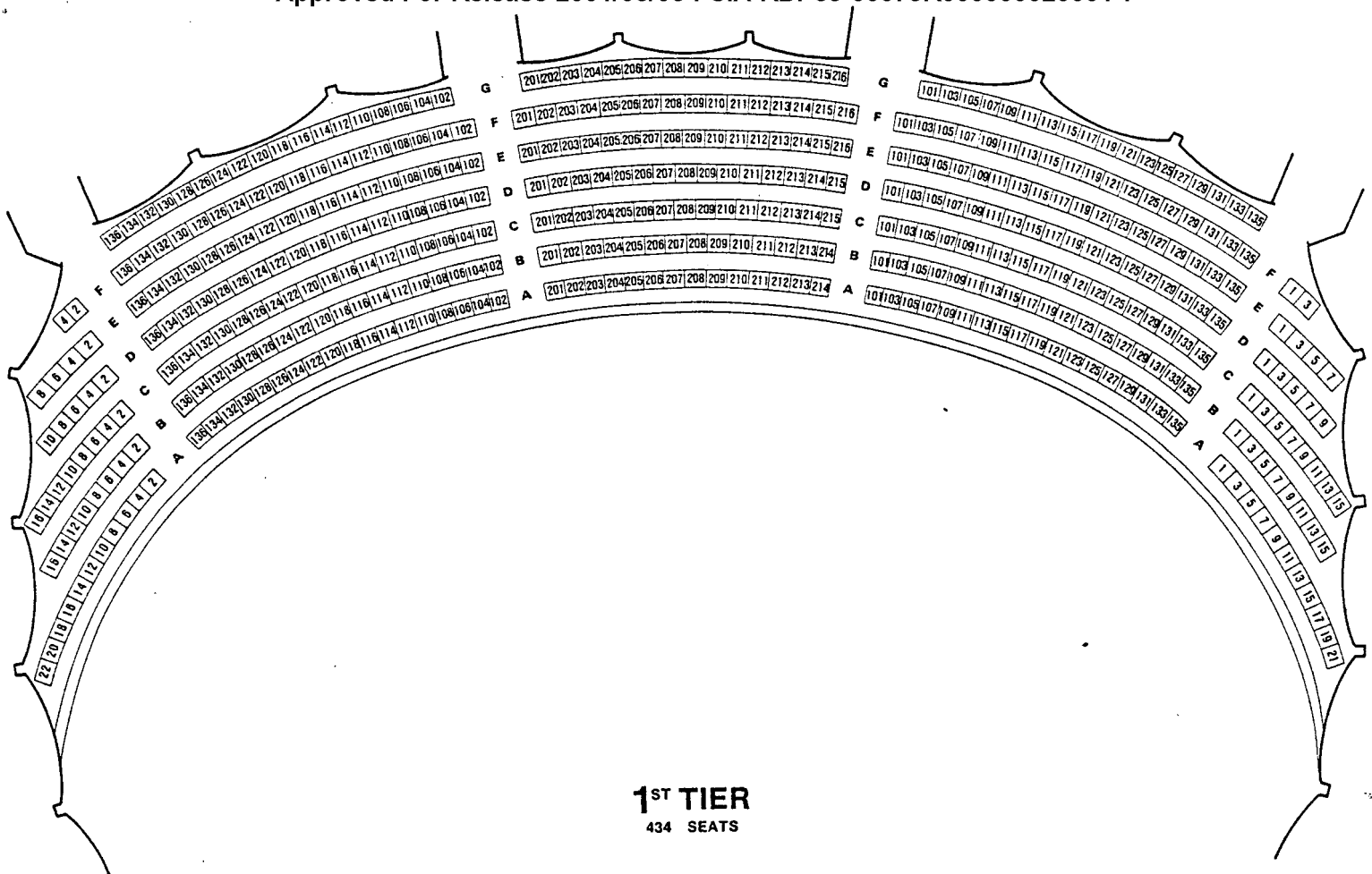
The John F. Kennedy Center for the Performing Arts
Washington, D. C. 20566



ORCHESTRA
1,374 SEATS

Approved For Release 2001/08/08 : CIA-RDP85-00375R000300020001-7







WOLF TRAP VOUCHER

No 0895

CUSTOMER COPY

Agency ^① E.A.A. Agent's Initials ^② DM Date ^③ 7/29/80

Customer Name ^④ John Phone ^⑤ 351-6610

PERFORMANCE ^⑥ Chuck Mangione DATE ^⑦ 8/12 TIME ^⑧ 8:30 p.m.

^⑨ SECTION Ft. Arch. ROW D SEATS 31 + 32

NUMBER OF TICKETS ^⑩ 2 @ UNIT PRICE ^⑪ 12.00 = ^⑫ 24.00

Service Charge (\$.60 PER TICKET) = ^⑬ 1.20

Total Amount Collected = ^⑭ 25.20

PICK UP THE ACTUAL TICKETS AT THE WOLF TRAP WILL CALL WINDOWS, ONLY DURING THE NINETY MINUTES PRIOR TO YOUR SHOW.

^③ Today's date.

^⑤ EAA's main number.

^⑥ ^⑦ ^⑧ Performance, date, and time.

**Purchaser's name and phone number on last copy.

Approved For Release 2001/08/08 : CIA-RDP85-00375R0001

RIGHT ORCHESTRA

30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200

201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300

301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400

401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500

501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600

601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700

701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800

801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900

901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000

1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 103

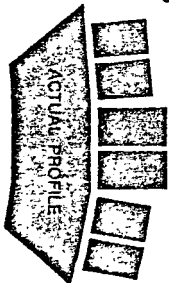
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FRONT ORCHESTRA

STAGE

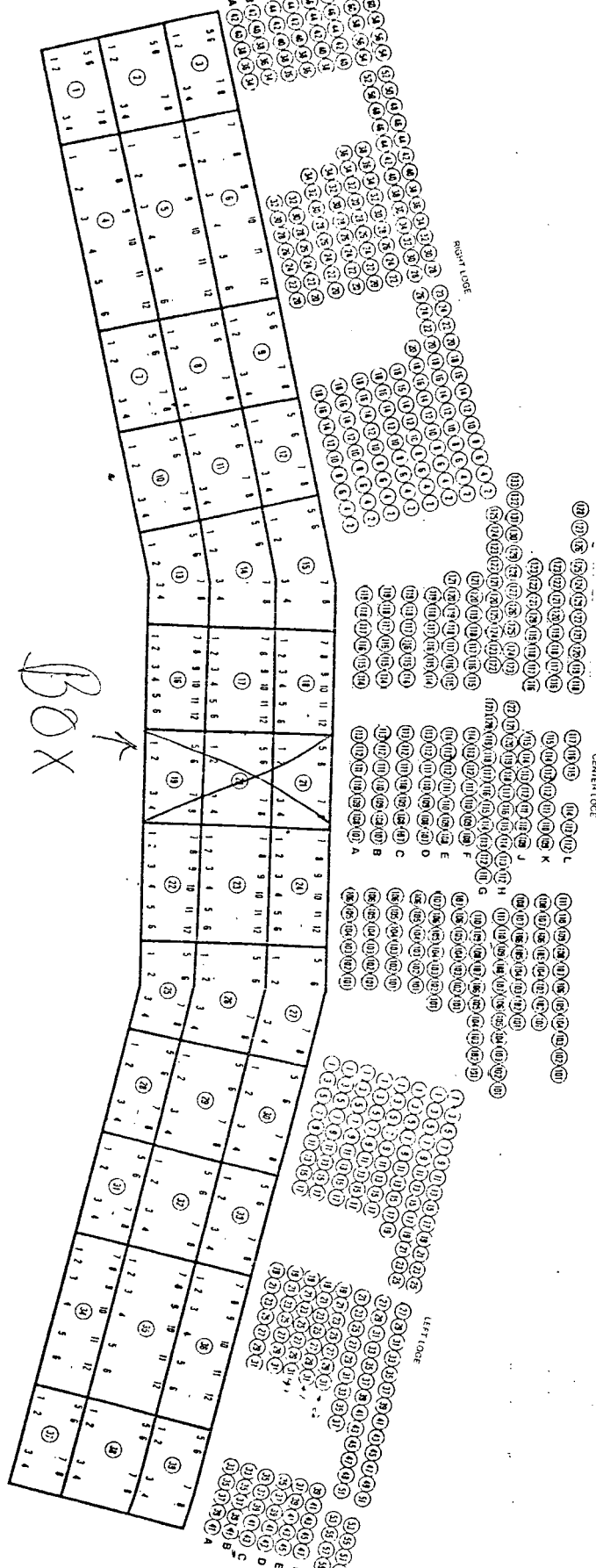
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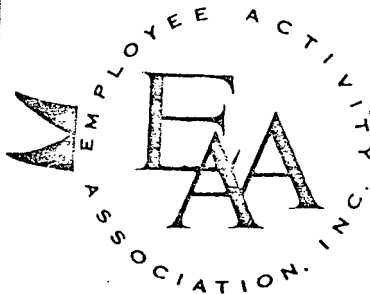
PHONE:
938 3810



FILE NE CENTER

LOGE & BOXES





No 0478

RECEIPT

STATINTL

NAME ^① [REDACTED] PHONE ^② 4321
 EVENT ^③ Busch Gardens DATE ^⑤ Any
 EVENT PLACE ^④ Williamsburg, Va. TIME ^⑥ Day

SECTION ^⑦ #01361-2-3-4 ROW SEAT(S)

Quantity	Price	Total
^⑧ 4	^⑧ 8.45	^⑨ 33.80
^{7A} 4	.15	.60
Date of Purchase ^⑩ 7/28/80	Grand Total ^⑪ 34.40	
By ^⑫ Phil	Cash	Check ^⑬ <input checked="" type="checkbox"/>

SORRY, NO REFUNDS OR EXCHANGES ON TICKET SALES

SAMPLE 2 (THEME PARK TICKETS)

①② Same as Sample 1.

③ Busch Gardens or King's Dominion.

④ Williamsburg, Va. or Doswell, Va.

⑤ Any day or any date.

⑥ Ticket serial numbers must be listed.

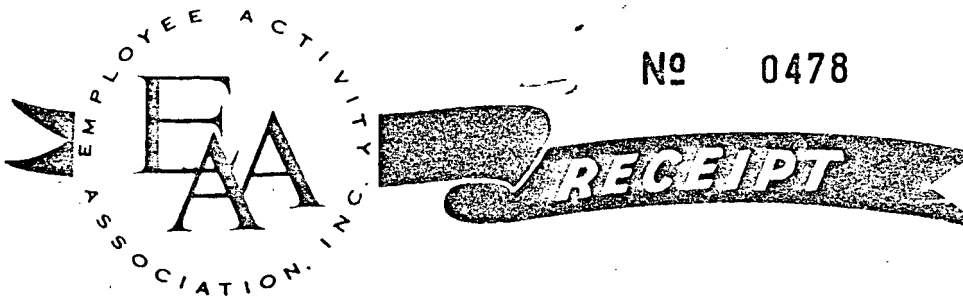
⑦ Number of tickets.

7A Service charge line.

⑧ Price each.

⑨ Total price of tickets, less service charge.

⑩⑪⑫⑬ Same as Sample 1.



No 0478

STATINTL

① [REDACTED]
NAME [REDACTED]

③ Red Hot Mama ② 8/26/80
EVENT DATE

⑤ x Dinner Theatre ⑥ 6:30 P.M.
EVENT PLACE TIME

SECTION _____ ROW _____ SEAT(S) _____

Quantity	Price	Total
⑦ <u>2</u>	⑧ <u>19.00</u>	⑨ <u>38.00</u>
<u>2</u>	<u>.15</u>	⑩ <u>.30</u>
Date of Purchase ⑪ <u>8/1/80</u>	Grand Total ⑫ <u>38.30</u>	

By ⑬ Phil Cash _____ ⑭ Check ☒

SORRY, NO REFUNDS OR EXCHANGES ON TICKET SALES

⑮ JD

SAMPLE 3 (DINNER THEATERS)

- ① Same as sample 1.
- ② Customer's home phone number and EAA's 351-6610 number.
- ③ Name of the play.
- ④ Date of the performance.
- ⑤ Name of Dinner Theater.
- ⑥ 6:30 for cocktails, 7:00 - 8:00 for dinner, and show at 8:30.
- ⑦ to ⑭ standard.
- ⑮ Initials of person at Dinner Theater who made your reservation.

DINNER THEATER INFORMATION

BURN BRAE - Burtonsville, Md. 482-301-384-5800

Tuesday thru Saturday - Dinner 6:15, Show 8:00
 Sunday - Dinner 5:15, Show 7:00
 CLOSED MONDAY

Tuesday, Wednesday, Thursday \$15.00
 Friday \$16.38
 Saturday \$18.50
 Sunday \$15.32-
 Wed. Matinee \$13.25 Adults, \$10.07 Children
 Children's Rate (6 to 12 yrs.) \$11.13 all except. Sat.

HARLEQUIN - 1330 Gude Drive, Rockville, Md. 340-8515

Tuesday thru Saturday - Dinner 6:00, Show 8:00
 Sunday Matinee - Dinner 12:00, Show 1:30
 Wednesday Matinee --Dinner 12:00, Show 1:20
 CLOSED MONDAY

Tuesday, Wednesday, Thursday \$15.30
 Friday \$16.26
 Saturday \$18.18
 Sunday \$16.26
 Wed./Sunday Matinee \$14.34
 Wed./Sun. Matinee (Children under 12, \$7.20)

HAYLOFT - 10501 Balls Ford Rd., Manassas, Va. 631-0230

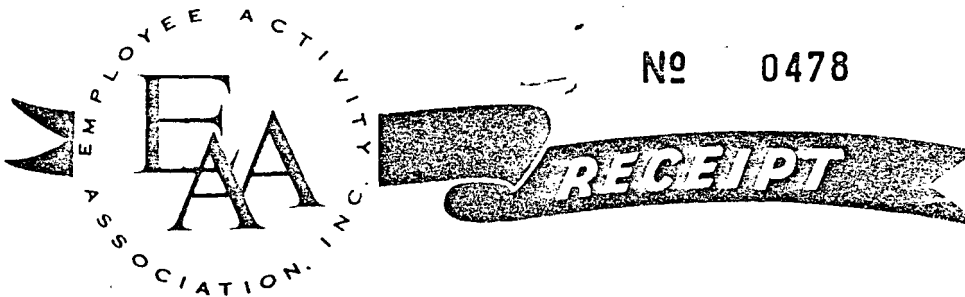
Tuesday thru Saturday - Cocktails 6:30, Dinner 7:00, Show 8
 Sunday (same as above)
 Sunday Matinee Cocktails 1:00, Dinner 1:45, Show 3
 CLOSED MONDAY

Tuesday, Wednesday, Thursday \$16.00
 Sunday \$16.00
 Friday \$18.50
 Saturday \$19.50
 Sunday Matinee \$13.00

LAZY SUSAN - Woodbridge, Va. 550-7384

Tuesday thru Saturday - Cocktails/Dinner 6:00, Show 7:30
 Sunday Cocktails/Dinner 5:00, Show 7:30
 CLOSED MONDAY

Tuesday, Wednesday Thursday \$14.50
 Sunday \$14.50
 Friday \$16.75
 Saturday \$18.75
 Children under 10, \$10.00 all nights.



No 0478

NAME ^① [REDACTED] PHONE ^② 7491

EVENT ^③ *Tiddly Winks* DATE ^⑤ 8/28/80

EVENT PLACE ^④ *North Cafeteria* TIME ^⑥ 5:30 P.M.

SECTION _____ ROW _____ SEAT(S) _____

Quantity	Price	Total
^⑦ 4 Fees	^⑧ 1.90	^⑨ 7.60

Date of Purchase ^⑩ 8/1/80 Grand Total ^⑪ 7.60

By ^⑫ *Phil* Cash ☒ ^⑬ Check ☐

SORRY, NO REFUNDS OR EXCHANGES ON TICKET SALES

SAMPLE 1 (EAA ACTIVITY OR EVENT)

- ①② Both names and the extension. Cover people sometimes don't want to give you but one name which is silly for an internal form. Have you ever tried to get a telephone number for John when the number on the form is incorrect ?
- ③ Name of the activity or event.
- ④ Place of event, if not a standard i.e. cafeteria, motor pool, put room #
- ⑤ Date the activity or event takes place.
- ⑥ Starting time.
- ⑦ Number of fees .
- ⑧ Price each.
- ⑨ Total price.
- ⑩ Date of purchase.
- ⑪ Total fees.
- ⑫ EAA Representative..
- ⑬ Whether cash or check.



No 0478

RECEIPT

STATINTL

NAME [REDACTED] PHONE 5235
 EVENT Camping Equipment DATE 5/8/80 to 5/12/80
 EVENT PLACE Camp Shed TIME 0815-0845

SECTION _____ ROW _____ SEAT(S) _____

Quantity	Price	Total
<u>3</u>	<u>9x9 tents @ 6.00</u>	<u>18.00</u>
<u>3</u>	<u>Battery Lanterns @ 50¢</u>	<u>1.50</u>
Date of Purchase <u>5/2/80</u>	Grand Total	<u>19.50</u>
By <u>Phil</u>	Cash <input checked="" type="checkbox"/>	Check <input type="checkbox"/>

SORRY, NO REFUNDS OR EXCHANGES ON TICKET SALES

SAMPLE 5 (Camping Equipment)

- ④ Space includes both dates, pick-up date & return date.
 - ⑤ You can give them the map on how to get to the camp shed.
 - ⑥ Emphasise that there will only be someone there between 8:15 and 8:45
- ** You may use the space between EVENT/PLACE and SECTION if necessary.

EMPLOYEE ACTIVITY ASSOCIATION

Approved For Release 2001/08/08 : CIA-RDP85-00375R000300020001-7

Camping Equipment Rentals April 24 to October 15, 1980

Your Association has a limited supply of camping equipment which can be used for a week or weekend camping trips. All equipment is rented on a "first come -- first served basis, so if you are planning to go camping, plan ahead.

The following is a list of Camping Equipment available, along with the service charges:

ITEM	WEEKEND CHARGE	WEEK
Tents 9x9	\$ 6.00	\$ 10.00
7x7	4.50	8.00

EQUIPMENT IS GIVEN OUT ON THURSDAYS ONLY AND, RETURNED ON MONDAYS BETWEEN 8:15 and 8:45 a.m.

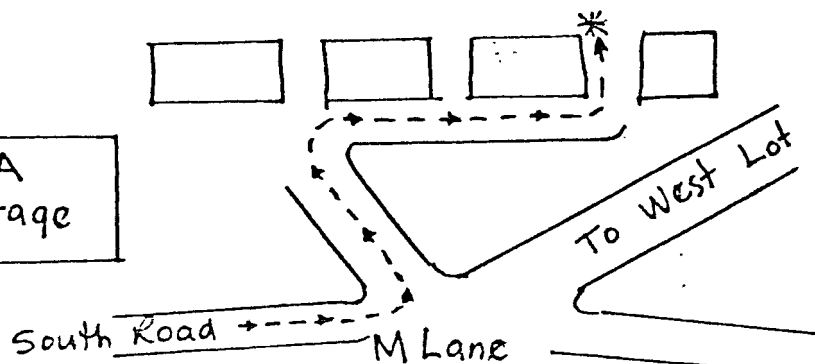
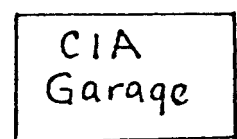
Lantern (propane)	\$.75	\$ 1.50
" (Battery)	.50	1.00
Stove (2 burner propane)	1.00	2.00
Coolers	1.00	2.00
Chairs (folding)	.50	1.00
Back Packs (small, no frame)	.50	1.00

You are responsible for the cost of repairs or replacement of any equipment which is lost, broken, or misused.

A charge of \$1.00 per day will be assessed if equipment is not returned on the proper day.

To cancel a reservation one days notice must be given prior to rental starting day. Notification of less than one day forfeits your Rental Fee.

Directions to
EAA Camp Shed *



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